



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

<b>CLASS:</b>	Treasury Program Manager I (Sp)
<b>TENURE:</b>	Permanent
<b>TIME BASE:</b>	Full-Time
<b>SALARY:</b>	\$5079 - \$6127

Under the general direction of the Treasury Program Manager II of the Debt Issuance Section, the incumbent serves as the technical specialist and team leader for the sale of bonds and trustee administration. The position performs the most sensitive or technically complex work and makes recommendations to management.

### **Description of Essential Functions:**

- Performs difficult analyses of the financing structure and financial products; reviews complex legal documents related to the bonds; and determines whether legal, tax, and financial provisions of the sale meet STO's policies and serve the State's best interest.
- Performs the more difficult or sensitive trustee responsibilities; determines trustee actions specifically required by documents; and ensures that bondholders are protected and the issuing State agencies' credit rating is preserved.
- Negotiates and consults with underwriters, financial advisors, bond counsel, service providers, or other State agencies; determines when a unique or disputed provision or term of the sale is of significant magnitude to bring before upper management of the STO; and researches industry practices and makes recommendations to top management.
- Coordinates the sales schedule with STO management, bond counsel, underwriters, and other state agencies; monitors and ensures that schedule is adhered to; consults with officials of other state agencies to obtain information needed to complete sales; articulates STO policies and technical aspects of the sale and trustee responsibilities; and obtains market indications for pricings.
- Responds to more complex and sensitive inquiries from bondholders, brokers, other state agencies, and the general public; and oversees the development and maintenance of systems that record bond sale and trustee information.
- Develops the scope of services, recommends selection criteria, and prepares "Request for Qualifications (RFQ)" for service providers and analyzes RFQ responses and makes recommendations on selection of service providers.
- Assigns less difficult work related to the sale to junior staff, reviews their work, and assists in recruitment and training of staff. Backs-up other TPM I; other duties as required.

### **DESIRABLE QUALIFICATIONS:**

- Strong financial, technical and analytical skills.
- Demonstrated ability to write and verbally communicate well.
- Ability to make presentations to management and others.
- Ability to accept multiple assignments and meet critical deadlines.
- Ability to quickly acquire technical knowledge.
- Computer skills, (Microsoft Word, Excel, Access or similar IBM compatible applications.)

### **CONDITIONS OF EMPLOYMENT:**

Fingerprinting and background check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer (i.e. Staff Services Manager I) or have list eligibility for Treasury Program Manager I may apply. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

**PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (i.e., SROA or surplus employee.) Also, list the number "510-4221-004" next to the classification on your application/resume, (i.e., TPM I 510-4221-004.)**

**FINAL FILING DATE:**

Open until filled.

**SUBMIT APPLICATIONS TO:**

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

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PFD/510-004/kd  
09/24/08